HOW TO SET UP A "GREEN ROOM" MADE EASY
Based on an article by Sandy Jones,
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Thanks for doing YOUR Part to Keep Indiana Green!

GREEN ROOM CONCEPT:
Offices and individuals accumulate new and used office supplies they no longer have a use for but that can be used by someone else. These supplies are placed in the "Green Room" for redistribution. The "Green Room" should be the first source when additional supplies are requested.

SPACE:
Space can be at a premium in many buildings but can be found. Ideally it should be in the most central location available. Use whatever resources you have to locate space – Your Office or Building Manager. The amount of space needed will depend on the number of employees in the office and their level of participation.

EQUIPMENT:
Six or eight-foot metal open shelving or cabinets and small bins are the only equipment needed. In the spirit of the "Green Room", locate used shelving. Don't worry about it matching as long as you can place it in the room in an organized way. Every office is set up somewhat differently but you should be able to locate shelving through the State Surplus Office if needed.

COLLECTION OF MATERIALS & ORGANIZING ROOM:
Prior to opening the Green Room, ask each office to hold a "clean out" for excess materials. The materials collected should be screened by the Green Room Coordinator, Supply Coordinator, Agency Recycling Coordinator or other designated representative who will then take the materials to the "Green Room". The designated representatives should then have a workday to organize the room.

Organize materials as you would a supply room with like items together. Small bins can be used for small items such as pens, pencils, staple removers, clips, etc. Excess materials should be boxed, marked, and placed on top of the shelving or another location if you do not have room. Example: You will probably receive a large volume of three ring binders. They should be grouped by size and color on the shelves with excess ones being boxed in the same manner. They can then be kept out of the way until the stock needs replacing or if someone needs a large quantity.

STAFFING:
While the room is not staffed, it is necessary to have someone responsible for keeping the room in order. Offices with various divisions might consider taking turns and be responsible for keeping the room in order for one week a month.

INVENTORY:

To keep merchandise fresh, you should remove items that have been in inventory for a long period of time. For example, prior to Earth Day, April 22 and again for America Recycles Day, November 15, have another "clean out" day to collect additional merchandise for the "Green Room".   Contact State Surplus about removing excess items not needed by your agency.

HOURS OF OPERATION:

To ensure maximum use of "Green Room", it should be open at all times.

ACCOUNTABILITY:

While there will be no hard inventory system or extensive paper work for removing items, we want to show the amount saved by the "Green Room". When the room is organized and prior to opening, make a list of the items and look them up in the supply catalog and put a value on them. When new items are brought to the room, a receiving report will be completed and left on a clipboard. When taking supplies, employees will be asked to complete an "items removed form" which will be kept on another clipboard. This will be a simple way of keeping up with materials removed, and also who is using the "Green Room". This system allows you to keep a running inventory that will be tallied at the beginning of each month.

MARKETING:

Many people will love the "Green Room" concept and others may need a little work to change their habits. Market use of the room by having it mentioned in staff meetings, send out e-mail messages, use electronic television monitors if available, put it on your web-site, write news articles, and place reminders of the "Green Room" where supplies are kept. The "Green Room" should be neat at all times and never look like a "junk" room or it will be treated like one and not used. Keep changing reminders about the availability of the "Green Room".

GREEN ROOM COORDINATORS AND HELPERS:

Representatives from various parts of the office should be designated to work on the "Green Room Team". Responsibilities include:

- Collecting materials;
- Screening items for placement and organizing it in the Green Room;
- Tracking inventory as noted above;
- Sending out reminders to use the Green Room;
- Making sure the supplies are in order one week a month. (This should be done probably once during the designated week and take maybe 30 minutes)
- Work with the other team members to resolve any problems that may arise.

ACCEPTABLE MATERIALS:

* Ring Binders should be with no writing on them
** Folders should be in good condition and reusable if a new label is applied
The list below represents only a partial listing. Other non-reportable, reusable items will be accepted upon approval of the Green Room Coordinator.

UNACCEPTABLE ITEMS
No Furniture - Contact State Surplus at 317-260-4214 for information.
No electrical items such as computer, typewriters, or telephones - Contact State Surplus for information.
No Computer Manuals - these should be sent for recycling.

Binders *	Clip boards
Notebook dividers	Desk pads
Envelopes for mailing	Desk Pad Refills
Envelopes, Interoffice	In/out baskets (plastic)
Labels	In/out baskets (wooden)
File folders **	Hardware for stacking in/out baskets
Hanging File Folders	Calendar holders
Mailing Room Supplies	Calendars (Current)
Padded Envelopes	Note pad holders
Flattened boxes	Staplers
Tape	Staple removers
Mailing Tubes	Staples
Disk mailers	Tape dispensers
Cassette mailers	Rubber bands
Note/message pads	Clips – binder
Organizers - alpha	(small, med. or large)
Organizers - numerical	Clips - gem
Paper, copier	Pencils
Paper, computer	Pens
Report covers, paper	Push pens
Report covers, plastic	Thumb tacks
Stationery (Current)	One, Two, or Three hole punches

Please remember … all items for reuse are for state use only!